

Equal Opportunity and Diversity Inclusion Advisory Committee

Meeting Minutes December 11, 2009

Call to Order at 10:13 AM

Roll Call/Attendance: Attendance (Att) Absent (Abs) (12 out of 19 members)

Member	Att	Abs	Member	Att	Abs	Member	Att	Abs
Berry, Janice	X	5	LeMaire, Alfred		X 1	Place, Kathy	X	1
Duskin, Rodney	X		Makokha, Audrey	X	3	Rashid, Mian	X	
Edwards, Clyde		X 5	McCoy, Ken		X 4	Shackleton, Cindy	X	3
Ellis, Teresa		X 4	Meaton, Jeff		X 3	Trevino, Marcelina	X	1
Green, Andrea	X	1	Nelson, Georgina	X	1	Wekwert, Greg	X	1
Hawkins, Shantelle		X 8	Perry, Crystal	X	1	Vacant		
Jones, Sharon	X	1	Pedraza, Jeaneen		X 3	Vacant		
Vacant			Vacant					
Vacant			Vacant					

Excused absences: Clyde Edwards, Teresa Ellis, Shantelle Hawkins, Alfred LeMaire, Ken McCoy, Jeff Meaton, Jeaneen Pedraza

Approval of the Agenda:

November agenda approval: Sharon Jones made a motion to approve the November agenda submitted on the board by Chair Gina Nelson. Second by Mian Rashid. The motion passed. The November 13, 2009 agenda was approved. Gina asked for a motion to approve the December 11, 2009 agenda. Marcelina Trevino made a motion to accept the agenda as written. Sharon Jones second the motion. The motion passed. The December 11, 2009 agenda was accepted.

Approval of the Minutes for October 8th 2009 and November 13, 2009:

Marcelina Trevino made a motion to accept and approve the October 8, 2009 meeting minutes as written. Second by Janice Berry. The motion passed.

Sharon made a motion to accept the November 13, 2009 meeting minutes with changes. Mian seconded the motion. The motion passed. The minutes were approved with changes.

Officer's Report:

Chair's Report:

Discussion of the 2010 dates for meetings and the conflict of days surrounding the November 2010 date. There was a motion made by Rodney to change the date of the meeting to the first Friday of November. After further discussion by the committee, Rodney amended his motion to changing the November meeting date from November 12, 2010 to November 19, 2010. Marcelina second the motion. Motion passed. The committee meeting **for November 2010 will be held on the 19th of the month.**

Discussion opened by Gina on her conversation with Edward Woods, the DHS Communications Director about the committee and developing a weekly newsletter or info about the committee that could be posted to the DHS website.

Discussion by Gina that she had a conversation with a past committee member who was interested in rejoining the committee in the near future.

Discussion by Gina that DIT and DMB will be merging and DEQ and DNR will also be merging in the near future. Gina also mentioned that there are talks and discussion to merge DCH and DHS due to budgetary constraints.

Gina assigned mentors for new members Kathy Place and Jeaneen Pedraza. Rodney will be assigned to mentor Kathy and Greg will be assigned to Jeaneen. The members will give updates on the status each meeting for the next 6 months.

Gina discussed Fundraising. The committee needs to focus on events to raise funding in order to purchase the things needed for future events.

Gina discussed the completion of the annual report. Every member is responsible for submitting a profile of themselves and a picture by January 15, 2010 to Clyde.

The annual report must be completed to be presented to the Executive Management Team (EMT) for the Feb. 2010 meeting.

Holiday Luncheon at 11:15 am-Radisson Hotel.

Meeting reconvened at 1:10 p.m.

Committee Discussion:

There was discussion concerning the leadership academy and the selection process. Being accepted into the academy does not guarantee that you will be promoted to a higher position within DHS upon completion of the academy. Fairness in the selection process has become an issue.

Gina spoke about follow-up with James of a speaker for a program in Feb. 2010.

Rodney put together the survey results from the October 2009 Diversity Celebration. We had a total of 19 surveys turned in and completed.

Rodney explained the data and how it was calculated.

The committee discussed ways to market the surveys for completion after the event in order to get a better response.

- Shorter
- Survey drop boxes on every floor
- Announce to everyone at the event to complete the survey
- Send the surveys out via email for completion

Overall the program received a 90% grade as to enjoyment of the event.

Audrey spoke about a formal letter of appreciation needed to go out to Mr. Rymes. Crystal has a template letter that the committee sends out and will get this out to Audrey ASAP.

Audrey-It is not too late to sponsor off the Angel Tree. There is a need to provide 270 more children with a gift for Christmas. Contact Audrey for more information on this.

Staff Reports:

Mr. James Newsom:

The committee needs to re-energize a little bit. Mr. Newsome stressed the importance of members of this committee making a commitment of one day a month for our meetings. James spoke with Edward about more visibility of the committee and using the Communications Division of DHS to assist us.

James stated that he spoke to someone who is in the Detroit area who may come to our Department for Black History Month. This person is a historian who has tracked history back to the Underground Railroad. This person is originally from Canada; she is and would be a good presenter for us if we decide to do a program for Black History Month.

James stated he would get her card so that we can follow-up.

James stated that he wanted the committee to make it a priority and our number one goal in 2010 to work with the DHS Communications Division and develop good newsletters to go out to all of DHS.

State of Michigan Diversity Committee:

Sub-committee on Performance Tracking

Has developed the proposal for the state competencies for performance evaluations for each employee group in state government to include diversity in the evaluation process.

Sub-committee on Recruitment

This group has not yet completed their task.

Sub-committee on Training

Not yet completed. May be developing a train the trainer piece. The committee is submitting a proposal on vendor diversity recruitment. DMB is also supportive with options for diversity recruitment for diversity vendors.

This piece should be completed by the end of January.

Chief Deputy Director Stanley Stewart will be leaving the department soon. He will be moving to Texas.

Dr. Mary Hall-Thiam - No Staff Report.

Mr. James Flanagan - No Staff Report.

Election of 2010 EODIAC committee Chair, Vice-Chair and Secretary.

Dr. Mary Hall-Thiam conducted the nominations.

The nominations were as follows:

For Chair - Crystal Perry and Gina Nelson.

For Vice Chair - Crystal Perry, Marcelina Trevino, Teresa Ellis.

For Secretary - Alfred LeMaire, Marcelina Trevino, Crystal Perry.

Election was held and the new 2010 EODIAC Chair, Vice-Chair and Secretary are as follows:

Chair - Crystal Perry

Vice Chair - Marcelina Trevino-Savala

Secretary - Alfred LeMaire

Meeting Adjourned at 2:40 PM

Next meeting:

Room 1-A at the Grand Tower Building January 8, 2010 at 10:00 AM.

FOLLOW-UP ITEMS:

- **Annual Report**
- **Member profiles**
- **Letter to Mr. Rhymes**
- **Newsletter about the committee to Edward Woods**
- **Mentor reports**
- **Calendar of events**
- **Feb. 2010 event for Black History Month**
- **Diversity Committee Training**
- **Review of EODIAC bylaws**

Submitted by –Crystal Perry

Committee Approved on 1/08/10